

Meeting Minutes

Date: December 7, 2017

Time: 4:30pm

Location: Design Suite

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Rachel Rosasco

Discussed Items:

1) Items due Friday –

- Team portfolio
- Individual logbooks
- Wikipage

2) Wikipage –

- Discussed with Dr. Shrestha about problems with the wikipage
- For portfolio put in word doc version of the page if it is not working
- Meet with Ankit Gupta

3) Portfolio –

- Need a detailed design information
- Add in more project learning
- Entire manuals not needed

4) Project –

- Load entire solid model online for review
- Build budget, make more specific including purchasing location
- Email orders over break

Action Items:

Items to be worked on before next meeting, includes continuation of previous action items not completed

Team Member	Action Description
Jake	Wikipage additions
Joe	Wikipage additions
Adam	Budget revisions
Rachel	Portfolio organization

